REVIEWER GUIDE TO CSR-eCD

Step 3: USING THE eCD FILES - PC USERS

a) Open the folder where you placed the extracted files. The screen shot below (Figure 1) contains the folders and the files included in the eCD. Open the file index.html. NOTE: As this is an html file the default web browser will open to show you the index. However, you do not need to be connected to the Internet.

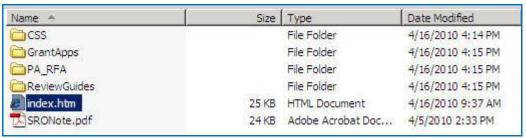


Figure 1 – List of files included in the folder containing the eCD

b) When the file index.html opens the applications sorted by PI name and the guidelines will be available to be opened (see Figure 2).

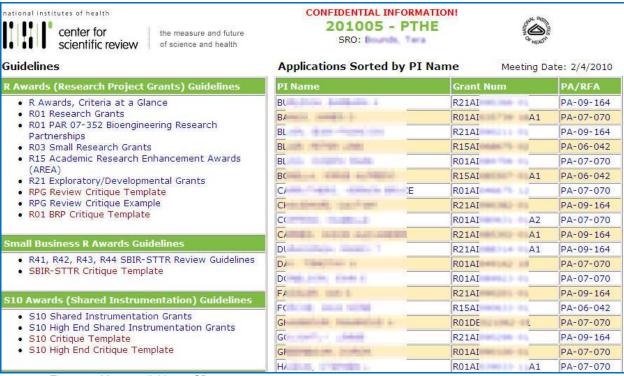


Figure 2 – Menu available to eCD users

c) Applications can be opened by clicking on the application number or PI name. A link to the PA is also available. Click on any application and you will be prompted to enter the password. Use the password provided to you by the SRO. NOTE: Appendices, if submitted by the applicant, as well as the prior summary statement, for re-submissions, are included as a bookmark at the bottom of the pdf bookmark view. For fellowship application a link to the reference letters are also included as a bookmark in the bottom of the bookmark view of the pdf file of the application.